

Massachusetts Department of Correction
Pay Administration
103 DOC 210
Table of Contents

| | | |
|--------|--|----|
| 210.01 | Definitions..... | 2 |
| 210.02 | Employee Salary Schedules..... | 5 |
| 210.03 | Procedures for Placing an Employee on the Department's HR/CMS Payroll System..... | 6 |
| 210.04 | Department of Correction General Payroll Policy and Procedures..... | 7 |
| 210.05 | Overpayments/Under Payments..... | 11 |
| 210.06 | Timely Payment to Employees and Payroll Related Questions..... | 12 |
| 210.07 | Retention of Accounting Records/Source Documents..... | 12 |
| 210.08 | Access to Records..... | 12 |
| 210.09 | Responsible Staff..... | 12 |

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| Massachusetts Department of Correction | Division: Administration |
| Title: Pay Administration | Number: 103 DOC 210 |

Purpose: To establish Department of Correction ("Department") pay administration procedures.

References: M.G.L., c. 124, § 1 & (q)

Applicability: Staff **Public Access:** Yes

Location: Department's Central Policy file
Each Institution's Policy file

Responsible Staff For Implementation and Monitoring of Policy:

- Deputy Commissioner of the Administrative Services Division
- Assistant Deputy Commissioner, Administration
- Superintendents

Effective Date: 09/19/2013

Cancellation: 103 DOC 210.00 cancels all previous Department policy statements, bulletins, directives, orders, notices, rules and/or regulations governing pay administration, which are inconsistent with this policy.

Severability Clause: If any part of 103 DOC 210.00 is, for any reason, held to be in excess of the authority of the Commissioner, such decision shall not affect any other part of this policy.

210.01 Definitions

Deputy Commissioner (Administration): The executive staff person whose duties include, but are not limited to the management of:

- a. Budget Office
- b. Administrative Services
- c. Internal Audit
- d. Capital Budget
- e. Personnel Office
- f. Labor Relations
- g. Staff Development
- h. Food Services
- i. Contract Services
- j. Employee Stress Program
- k. Resource Management
- l. Special Operations Division
- m. Industries

Chief Human Resources Officer: The executive staff person who oversees the Commonwealth's Human Resources Department.

Collective Bargaining Agreement: The contract which applies to an employee's bargaining unit.

Collective Bargaining Unit: One (1) of eleven (11) statewide units, established by the Commonwealth's Labor Relations Commissioner, into which state employees with similar work responsibilities/related job functions represented by a union are grouped for purposes of collective bargaining.

Confidential Employee: An employee so designated in accordance with the provisions of M.G.L., Chapter, 150E who assists or acts in a confidential capacity to a management employee.

Contract Employee: Individuals paid for services performed within a correctional facility for or through a contracted service or agency.

"03" Contract Employee: Individuals who are employed through contracts, as opposed to being appointed into authorized positions, as is the case for state employees. Contract employees have an employee-employer relationship with the Commonwealth. These individuals are paid through

the Commonwealth's payroll system and have tax withholding and other deductions. Contract employees are not entitled to membership in the state retirement plan, or in any employee insurance plans. They are not eligible for fringe benefits, sick, vacation or personal leave. All contract employees are expected to follow all policies, rules and regulations of the Commonwealth and agency for which they work.

Garnishments: Mandatory deductions authorized by a court order, federal or state tax levy or other legal entity to be taken from an employee's after-tax wages according to the written instructions accompanying the garnishment order.

Hiring Authority: That senior staff person (Deputy Commissioner, Superintendent, or Division/Department Head) reporting directly to the Commissioner responsible for recruitment, selection, and hiring to positions that fall under his/her managerial jurisdiction.

Holiday: Those legal holidays set forth in M.G.L. c. 4, § 7, January first (New Years Day), July fourth (Independence Day), November eleventh (Veterans Day), and December twenty fifth (Christmas Day), or the day following when any of said days occurs on Sunday, and the third Monday in January (Martin Luther King Day), the third Monday in February (Presidents' Day), the third Monday in April (Patriot's Day), the last Monday in May (Memorial Day), the first Monday in September (Labor Day), the second Monday in October (Columbus Day), and the fourth Thursday in November (Thanksgiving Day). With respect to Suffolk County only, March seventeenth (Evacuation Day) and June seventeenth (Bunker Hill Day), or the day following when said days occur on Sunday.

Human Resource/Compensation Management System (HR/CMS): The biweekly payroll system administered by the State Comptroller, that provides flexible functionality for state human resources and payroll administrators and assures conformity to state and federal financial and legal requirements.

Management Employee: An employee so designated in accordance with the provisions of M.G.L., chapter 150E who (a) participates to a substantial degree in formulating or determining policy, or (b) assists to a substantial degree in preparation for the conduct of collective bargaining, or

(c) has substantial responsibility, not initially in effect, in the administration of collective bargaining agreements or in Personnel Administration, and (d) is not included in a bargaining unit.

Management Pay Plan: The guidelines that establish manager(s) salaries utilizing predetermined salary bands by management level.

Mandatory Payroll Deductions: Deductions mandated by statute and can either be pre or post tax deductions.

Massachusetts Management Accounting and Reporting System (MMARS): the accounting system of the Commonwealth as mandated by the comptroller's division within the Executive Office of Administration and Finance.

Office of Diversity & Equal Opportunity (ODEO): A Division of the Department that provides employees with assistance in resolving complaints of discrimination or retaliation.

Office of the State Comptroller: Independent agency within the Executive Branch. The Comptroller's role is to work with Commonwealth fiscal officers to ensure the integrity, accountability and efficiency of the Commonwealth's fiscal operations, communicate accurate and timely financial information to decision makers within the Executive, Legislative and Judicial Branches the financial community as well as the general public, and provide leadership and professional guidance in areas of fiscal policy within the Commonwealth and nationally. The Office is committed to accomplishing this mission in partnership with all Commonwealth fiscal officers.

PayInfo: The Office of the Comptroller provides a web-based application that allows employees paid through HR/CMS to access pay remittance advices through a secure (i.e., encrypted) internet connection.

Requests for Approval/Authorization to Hire Form: Department form used by hiring authorities to notify the Department's central/facility personnel office that an employee has been hired or promoted. The Department's central facility payroll office is then notified to place a new employee on the payroll or to notify same of changes in an employee's payroll status.

Salary Schedules: Are set salary charts for employees established by their respective bargaining unit agreements.

Union: The recognized bargaining agent for the employee's bargaining unit.

Voluntary Payroll Deductions: Deductions for programs that are legislatively authorized as either a Commonwealth program or a program in which the Commonwealth's fiduciary responsibility is limited solely to ensuring that the employee's requested deduction is disbursed to the designated authorized vendor. They can either be pre or post tax deductions.

210.02 Employee Salary Schedules

1. A management pay plan has been established for management employees of the Commonwealth pursuant to M.G.L. c. 30 §46C. Merit increases as determined by the Chief Human Resources Officer, are based on performance.
2. Employees represented by union organizations (see 103 DOC 250, Labor Relations), in accordance with M.G.L., c. 150E, have separate and distinct salary schedules determined by the collective bargaining process and contained in the appropriate collective bargaining agreement for their bargaining unit.
3. Confidential employees are paid in accordance with the salary schedule contained in the collective bargaining agreement covering their position titles, pursuant to M.G.L., c. 30, as amended.
4. Copies of all salary schedules are on file at the Division of Human Resources' personnel and payroll office. All management and collective bargaining agreements approved by M.H.R.D. are implemented by HR/CMS to update salaries.

Procedures for Placing an Employee on the Department's HR/CMS System

1. An employee shall only be placed on the Department payroll when there is an approved request for approval/authorization to hire form. All candidates being hired, transferred, or promoted into management positions at the MV level or above are required to go through a full background check to include a certification of tax status certified by the Massachusetts Department of Revenue. An employee shall be appointed to a position prior to being placed on the payroll.

(Also refer to Department policy 103 DOC 202, Civil Service and the Massachusetts Human Resources Division).

2. The Department's Personnel Office shall notify the hiring authority (by signing the request for approval/authorization to hire form) that approval has been granted to hire an employee, pursuant to 103 DOC 201, Selection and Hiring Policy.
3. Once the Personnel Office/Commissioner notifies the hiring authority of approval for hire, the following procedures shall be utilized in placing an employee on the HR/CMS (Human Resources/Compensation Management System) system:
 - a. The hiring authority shall notify the appropriate division/facility of the employee's approval for hire.
 - b. The Division of Human Resources (DHR) shall appoint the new hire or promotion via the HR/CMS system, and shall input all payroll deductions, e.g., federal and state taxes, retirement, insurance. The DHR office shall subsequently update any changes made to deductions by the employee. The DHR office shall also input all bi-weekly attendance

exceptions to update all leave balances.

210.04 Department of Correction General Payroll Policy and Procedures

1. The Department currently utilizes the state Comptroller's HR/CMS System for the payment of the bi-weekly employee payroll.
2. Department employees shall be paid bi-weekly for authorized work including overtime adjustments and deductions for the previous bi-weekly period. The centralized Division of Human Resources is responsible for the collection of all information relative to attendance, overtime hours, etc. necessary for the accurate processing of these exceptions to the bi-weekly HR/CMS payroll.
3. All pay advices are issued in arrears on Fridays, for the pay period ending the previous Saturday. Employees are able to suppress pay advice through Pay Info.
4. All payroll advices are distributed by staff of the Division of Human Resources.
5. All new employees shall receive a pay advice within the next HR/CMS pay cycle.
6. All employees may access their pay advice through pay info. Payroll information is usually available on Thursday, the day prior to pay day.
7. Copies of the HR/CMS Users Guide shall be maintained by the Division of Human Resources' staff who are involved in the payroll function.
8. The use of HR/CMS special payrolls which includes accounts payable and prior year deficiencies shall be paid in accordance with the rules and regulations as determined by the Department's Division of Human Resources.

9. The Assistant Deputy Commissioner, Administration shall approve adjustments for retroactive pay increases, judgments, and settlements in excess of \$5,000.
10. Adjustments, judgments, settlements for the current fiscal year, if less than \$500.00 can be paid from current year funds if available.
11. All settlement and judgments must be submitted to the office of the Comptroller for payment. Settlements and Judgments in excess of \$500.00 to be submitted for payment by CTR fund. Settlements and Judgments payments less than \$500.00 from Department funds.
12. Documentation of Attendance
 - A. All employees are required to document their attendance.
 - B. All non-management employees, at sites as determined by the Assistant Deputy Commissioner, Administration, shall utilize a time clock and time cards. All other sites, at a minimum, shall maintain time sheets noting actual hours worked. All time cards and time sheets shall be signed by the appropriate supervisor. Unsigned copies shall be faxed back to each appropriate supervisor for signature. The signed copy is to be sent back to the payroll department and filed in the biweekly reconciliation folder.
 - C. Overtime for all employees shall be documented as to hours worked and shall be authorized by his/her appropriate supervisor.
 - D. Time cards/time sheets are kept as the source document of record.

13. Processing of HR/CMS Payroll

The actual processing of the Department's payroll in HR/CMS is based on the regular bi-weekly payroll along with all exceptions inputted by the Division of Human Resources.

14. Reconciliation of HR/CMS Payroll Output

- A. The Department maintains, on its own Access Database system, an internal control mechanism for reconciling the accuracy of the regular payroll issued by HR/CMS. All permanent changes, e.g., hires, terminations, promotions, demotions, step raises, industrial accidents, salary modifications, shall be entered on the Department's Access Database system.
- B. Each payroll coordinator is responsible for the reconciliation of all HR/CMS payroll exceptions. This person shall also review the Commonwealth Information Warehouse as part of the reconciliation process by balancing all monies and employee balances. Each pay period reconciliations are also reviewed by the Payroll Supervisor.

As an additional internal control measure, this reconciliation process shall be routinely reviewed by the Director of HR Operations for the Division of Human Resources.

- C. Overtime hours actually paid on the HR/CMS report shall be reconciled to the overtime hours actually authorized for said division/facility for that pay period.
- D. Holiday pay shall be reconciled to the attendance records.
- E. All garnishments shall be either court ordered or those collection cases

brought by other state and federal agencies.

F. All reconciled documents shall be appropriately filed by pay week and compared to the HR/CMS payroll reports prior to the issuance of the bi-weekly pay advices.

15. Payroll Withholding Forms

The Division of Human Resources shall maintain, in alphabetical order, copies of all form W-4 (federal) and form M-4 (state) employee's withholding certificates. Under no circumstances shall any changes in this area be ascertained unless appropriate withholding forms have been received authorizing such a revision. If an employee wishes to claim exempt from withholding taxes, he/she must file a new form W-4 every calendar year no later than February 15th.

16. Lost Checks

A written request for a stop-payment and duplicate check to be issued shall be sent to the State Treasurer's office. This may take up to two (2) weeks for the replacement check to be issued.

17. Voluntary Deductions

Voluntary payroll deductions (e.g., direct deposit, special insurance) shall not be initiated or terminated without written authorization of the employee or an appropriate third party. The appropriate documentation shall be maintained at the Division of Human Resources. It is the responsibility of the Division of Human Resources to ensure that all mandatory deductions (e.g., retirement, union dues, withholding) are satisfied before permitting any voluntary payroll deductions.

18. COBRA

The Consolidated Omnibus Budget Reconciliation Act of 1985 requires that the Medicare tax portion of the Federal Insurance Contributions Act (FICA) be applied to wages of services rendered after March 31, 1986, for newly hired employees and applicable 03 contractors (03 contractors should be defined in the definition section) of state and political subdivisions. Certain services are excluded from the definition of COBRA; there are exceptions that may also result in the exclusion from the Medicare tax. Please refer to MMARS memorandum no. 26 for specific instructions and in-depth applicability of said tax.

19. The Department maintains the right to make deductions for monies owed to the Commonwealth of Massachusetts.

210.05 Overpayments/Under Payments

1. Any overpayment to a Department employee shall immediately be reimbursed by said employee within the next payroll period. The Assistant Deputy Commissioner, Administration shall be notified of any extenuating circumstances which do not allow for such immediate reimbursement and may approve any alternative repayment schedule.
2. A Departmental centralized advance fund, under the jurisdiction of the Assistant Deputy Commissioner, Administration, is available to satisfy the non-payment of employee regular salary. This advance shall not be utilized for any underpayment of additional pay, e.g., overtime, holiday, roll call. Appropriate HR/CMS payroll adjustments shall be ascertained at the institutional level to satisfy under payments of additional pay or salary advance reimbursements made from the central account by the next payroll period.

210.06 Timely Payment to Employees and Payroll Related Questions

1. All new employees shall receive a pay advice within the first three (3) weeks of employment in the Department or the next pay cycle.
2. Each superintendent and division head shall designate (an) individual(s), who shall be responsible for answering any employee's questions relative to his/her pay. If necessary, a system shall be designed, and implemented, so as to ensure the reasonable accessibility of this/these individual(s) to Department employees for the answering of such questions.
3. If an individual employee, superintendent, division head, or treasurer has a payroll-related problem which cannot be resolved at the institution or division level, he/she should contact the Department's Assistant Deputy Commissioner, Administration for assistance in the resolution of the problem, and submit a description of said problem in writing as soon as possible.

210.07 Retention of Accounting Records/Source Documents

The Department (Division of Human Resources) must systematically file and maintain all fiscal records to facilitate later retrieval for audit purposes.

210.08 Access to Records

The Assistant Deputy Commissioner, Administration or his/her designee shall have access to all fiscal records for audit purposes to determine compliance with this policy.

210.09 Responsible Staff

1. The Assistant Deputy Commissioner, Administration, under the supervision of the Deputy Commissioner of the Administrative

Services Division, shall monitor and implement this policy throughout the Department.

2. Each superintendent or department head shall develop procedures that outline the gathering of time and attendance including overtime for his/her facility/division. Procedures should include complete information regarding the forwarding of original documentation to the Payroll Department every Monday no later than 9:00 a.m. This shall include timecards, timelogs, and overtime reports with authorized signatures. Each institution shall retain copies of the overtime reports for supporting documentation.